



**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF WEST VIRGINIA  
VACANCY ANNOUNCEMENT  
GENERALIST CLERK**

**Announcement Number:** 15-1

**Name of Court:** U.S. Bankruptcy Court, Northern District of WV

**Duty Station:** Wheeling, WV

**Job Grade:** CL-23

**Duration:** Temporary

**Closing Date:** Monday, December 7, 2015

**Salary Range:** \$31,652 – \$51,447

**Position Description**

The United States Bankruptcy Court for the Northern District of West Virginia is recruiting for a well-organized, detail-oriented individual for the position of Generalist Clerk. The Generalist Clerk will perform a variety of administrative and clerical duties in the Clerk's Office. This position is a temporary position, with a full-time work schedule. The term for the position is not to exceed beyond January 8, 2016.

**Representative Responsibilities:**

- Retrieving and boxing court files.
- Scanning and attaching PDF documents to docket entries.
- Ensuring quality image of scanned documents.
- Creating excel spread sheets.
- Performing project work as needed.
- Performs other duties as assigned.

**Qualification Requirements**

Applicants must have a high school diploma or equivalent and two years of general experience. General experience is progressively responsible administrative or general clerical work experience. Education above the high school level may be substituted for required general experience on the basis of one academic year equals one year of general experience.

**Preferred Skills/Qualifications:**

- Computers skills,
- Record keeping,
- Dependability and reliability,
- College course work preferred.

**Physical Requirements:**

The successful candidate must be able to lift up to 15 pounds, reach, walk, stand and/or sit for extended periods, with or without accommodation.

## Benefits

Temporary employees whose term is less than 90 days:

- Only earn sick leave, not annual leave,
- Contribute to Social Security and Medicare,
- Are not eligible for Federal Employees Health Benefits,
- Receive paid time off for holidays.

## Application Process

To apply, please submit a resume to [Amanda\\_recchio@wvnb.uscourts.gov](mailto:Amanda_recchio@wvnb.uscourts.gov) by the close of business Monday, December 7, 2015. You may also mail your completed application to: United States Bankruptcy Court, Northern District of WV, Attention: Amanda Recchio, PO Box 70, Wheeling, WV 26003. Only applicants selected for interview will be contacted.

*The Federal Judiciary is an Equal Employment Opportunity Employer*  
*The successful candidate must be a U.S. citizen or eligible to work in the United States. The final candidate will be subject to a FBI fingerprint background check: with periodic reinvestigation, if applicable. Retention depends on a favorable suitability determination. Judiciary employees serve under excepted appointments and are "at will" employees. The United States Bankruptcy Court requires employees to adhere to a code of conduct which is available on the court's website. This position is subject to mandatory electronic funds deposit of pay.*